



City of Joliet

Bob O'Dekirk, Liquor Commissioner

James O'Connell, Deputy Liquor Commissioner

150 West Jefferson Street Joliet, IL 60432-4158 www.joliet.gov

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PROCEDURE FOR APPLYING FOR A LIQUOR LICENSE

1. Make an appointment for all persons with a financial interest greater than 5% to be fingerprinted. Please Call 815-724-3704
Fingerprinting costs are \$75.00 per person and performed at Joliet City Hall, 150 W. Jefferson St., Joliet, IL 60432. Checks must be payable to the City of Joliet.
2. Obtain an application for a liquor license from the Mayor's Office.
3. Obtain a Business License application from Business Services.
4. Return completed and notarized liquor license application with:
 - \$750 application fee.
 - Proof of Dram Shop/Liquor Liability insurance for the location
 - Copy of lease or deed
 - Copy of Articles of Incorporation (if applicable)
 - Site plan of the proposed premises showing the location and dimensions of the building, the lot, parking areas and where/how liquor will be stored and secured. This site plan need not be prepared by a professional, but it should be reasonably and accurately drawn with accurate dimensions.
 - Inspection by the Will or Kendall County Health Department
5. Once the fingerprint results have been returned with a favorable criminal History record, we will notify you as to the date and time a liquor hearing will be conducted. The Mayor's Office will, in the meantime, obtain for the liquor hearing:
 - Verification that you do not owe any money to the City of Joliet
 - A police check on the location's history & applicant's history
 - A check of zoning for this location
 - An inspection by both the fire department and building inspectors
 - After the hearing, a date will be set to appear before the City Council
6. You must also obtain a Liquor License from the State of Illinois.